

Principal scheme rules



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Foreword

Have you noticed how the culture of the construction industry has subtly changed over the past few years? How we are starting to talk about the need for having care and concern for others who work in our industry? We have come a long way since the Prescott Summit in 2001.

Fatal accident figures have reduced, but they are still not at the only figure that is morally acceptable: zero. HSE Research Report RR800 provides statistics which show that around 3,500 construction workers die each year from occupational cancers. In 2016, statistics were released that showed over 400,000 working days are lost each year due to stress, anxiety and depression. And research published by the Office for National Statistics in 2017 showed that construction workers have three times the national average rate of suicide.

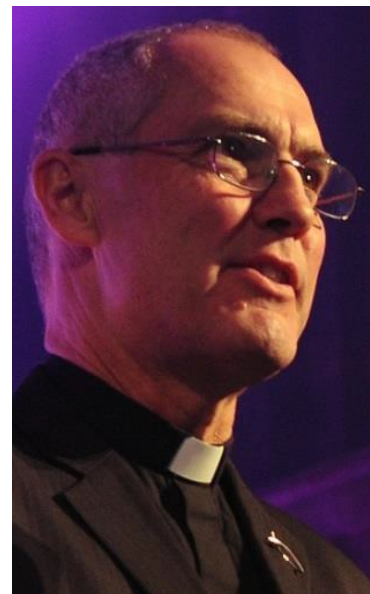
We work in a great industry. It is dynamic, purposeful and innovative, and it is these characteristics that have led to an uprising of influential figures and leading companies who are at the forefront of change in our industry. They are advocating that health risk must be given equal importance to safety risk, and that workers and managers should not be left to manage on their own when suffering with poor mental health. We need to foster a more caring and compassionate industry while keeping the dynamism that makes Great Britain's construction industry the envy of the world. It is these same individuals and companies who have assisted CITB in the redesign of the Site Safety Plus courses.

As a CITB approved training organisation (ATO), you are a vital part of the industry's action plan to drive our accident figures ever downwards. You play a key role in equipping workers, supervisors and managers with the knowledge and skills they need to understand the health, safety and environmental issues facing them on site, and to point them towards techniques, processes and support that will keep the pressure on accident reduction while maintaining an environment that promotes good physical and mental health.

In the last edition of the Scheme Rules, I wrote 'the training that you provide could, literally, be the difference between life and death' and this remains true. However, I would now go one step further. With the renewed focus on health risk management and a concern for those with poor mental health, I feel that the training you provide also has the capacity to dramatically improve the quality of life for all who work in our industry.

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Site Safety Plus

Principal scheme rules

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1. Introduction

Site Safety Plus (SSP) provides the construction industry with a suite of courses and assessments that cover health, safety and environmental protection. These courses recognise a natural progression from those entering the industry to those responsible for supervising, managing and directing construction work.

2. Approved training organisations (ATOs)

All training for this SSP suite of courses is undertaken by CITB ATOs. Initial registration is for a year and is subject to annual renewal thereafter to retain approved status. To become an ATO, follow the instructions on our website: www.citb.co.uk/standards-and-delivering-training/approved-training-organisations/.

All ATOs delivering SSP courses must comply with the:

- Principal scheme rules (this document)
- Scheme rules appendix (for all courses you are approved for)
- Quality assurance requirements.

3. Quality assurance requirements

CITB requires ATOs to have a quality management system (QMS) or accreditation to BS EN ISO 9001. This must formally detail your processes for all elements of the course delivery, including the quality arrangements and administration of the courses. The CITB quality assurance process will review these processes and the effectiveness of your system. A dedicated senior quality consultant will be able to advise you further on what is expected of you at their approval visit.

4. Training provider portal

Once approved, the dedicated key contact for your centre will be granted access to the training provider portal. The portal is where the latest copies of the question papers, notification forms, course content and support materials are stored. Once you have officially been approved, the named contact for your centre will be sent an invitation to join the portal. If, for any reason, you have not received an invitation or you are struggling to gain access, please email sitesafetyplus@citb.co.uk.

5. Course notification requirements

Before delivering any SSP course, the course notification form must be fully completed and sent to sitecourses@citb.co.uk a minimum of two working days before the first day of the course. Courses that are not notified a minimum of two working days before commencement will not be recognised by SSP.

At the end of the course, the course results form and the delegate information form must be sent to sspcars@citb.co.uk within 10 working days of the last day of the course. Please take extra care when filling out these forms, as any errors could delay the certification process and grant payments. If the required details are omitted, CITB will return the forms to be correctly completed by the centre.

The course notification form, course results form and the delegate information form can all be found within the scheme documents folder on the training provider portal.

6. Grants and funding

For information on how to claim grant upon completion of an SSP course, please use the following link: <https://www.citb.co.uk/levy-grants-and-funding/grants-funding/>.

7. Pre-course delegate assessment

Before every course, ATOs should identify any special requirements that delegates may have. Delegates' special requirements are supported by CITB and are detailed in the quality assurance requirements document.

8. Course delivery and completion

There are minimum and maximum numbers of delegates allowed on all SSP courses. These are detailed in the quality assurance requirements document. These delegate numbers are not subject to an appeal.

9. Eligibility for attending a course with a mandatory pre-requisite eCourse

Delegates must only be permitted to attend the trainer-led course if they have completed the pre-requisite eCourse. Successful completion of the eCourse automatically generates an electronic certificate.

It is the responsibility of the delegate to ensure they complete the pre-requisite course and send a copy of the electronic certificate to the ATO at least 24 hours before the commencement of the trainer-led course. The ATO must retain copies of electronic certificates and make sure that the course results form is updated and accurate.

This requirement should be clearly outlined by the ATO in the course joining instructions.

10. Eligibility for attending a refresher course

Delegates who have passed an original course (or subsequent refresher) and possess an in-date certificate are eligible to attend a refresher course. The expiry date of the delegate's certificate can be checked via the online card checker: <https://www.citb.co.uk/courses-and-qualifications/check-a-card-training-record/online-card-checker/>. Where there is no refresher option, delegates holding certificates coming up to expiry will need to attend a full course.

It is the responsibility of the delegate to maintain their certification and make sure they renew it by taking the relevant course, or refresher, before the expiry date detailed on their certificate. Delegates who do not hold an in-date certificate will be required to complete the full course again if they wish to remain certificated. This is not subject to an appeal.

11. Course assessment

SSP courses are assessed by an end of course question paper and, on some courses, a trainer review. Assessment conditions for the end of course question paper are outlined in the quality assurance requirements document. The assessment details for each course are outlined in the course appendix. Question papers for each course can be found on the training provider portal. You will be issued with the number of the question paper to use after CITB receives the course notification form.

It is the responsibility of the ATO to make sure that the correct and latest version of the question paper is used, and that it is retained in a secure manner. At no point should the question paper be shared with a third party.

12. Question paper re-sits

The table below identifies where there is an option for a question paper re-sit. Specific details and conditions are set out in the course appendices. An ATO may wish for a re-sit to be held on the last day of the course. This is permissible for all the SSP courses, provided that the following conditions are met.

- The delegate agrees and is given enough time to prepare for the re-sit.
- The question paper used is not the same as the first failed paper.
- The assessment conditions outlined in the quality assurance document are maintained.
- The trainer has alternative question papers available.

Course	Duration		End test pass mark	Trainer review and pass mark		Paper re-sit
	days	hrs				
Health and safety awareness (HSA)	1	7.5	83%	None		Yes
Site supervision safety training scheme (SSSTS)	2	15	80%	Yes	Pass	Yes
Site supervision safety training scheme refresher (SSSTS-R)	1	7.5	80%	None		Yes
Site management safety training scheme (SMSTS)	5	37.5	81%	Yes	Pass	Yes
Site management safety training scheme refresher (SMSTS-R)	2	15	81%	None		Yes
Director's role for health and safety (DRHS)	1	7.5	80%	Yes	Pass	Yes
Site environmental awareness training scheme (SEATS)	1	7.5	80%	Yes	Pass	Yes
Temporary works general awareness training course (TWGATC)	1	7.5	75%	None		Yes
Temporary works supervisor training course (TWSTC)	1	7	72%	None		Yes
Temporary works co-ordinator training course (TWCTC)	2	14	72%	None		Yes
Tunnelling safety training scheme (TSTS)	1	7.5	72%	None		Yes

13. Question paper quality audits

CITB actively encourages feedback on our questions and answers. As part of quality assurance for the scheme, you may be requested to:

- submit the question papers and answer grids used by delegates
- submit course results forms showing the delegates' achievements
- replace published question papers with newer versions.

If you are required to submit materials to us or change the question papers you are using, you will be notified in advance. Please make sure you only print what you need. Failure to comply with these requests may incur an additional quality audit.

If you have feedback on questions and answers, or anything else, please email sitesafetyplus@citb.co.uk.

14. Certification

CITB will award certificates to successful delegates who pass all elements of the course assessment outlined in the course appendix. The certificates will be sent to the ATO. It is then the ATO's responsibility to send each certificate to the correct delegate. Employers of the delegate(s) must be made aware that the certificate is the personal property of the delegate.

All certificates are valid for five years. The delegate must sit the appropriate refresher course to renew their qualification for a further five years. The exception is the *Tunnelling safety training scheme* (TSTS), which is valid for three years.

Where a certificate is subsequently lost or damaged, a duplicate certificate can be obtained by contacting CITB's SSP delegate helpline on 0344 994 4133. You will need to provide the registration number, as well as your surname, forename, date of birth and National Insurance number. Payment can be made by debit card or credit card.

15. Support materials and publications

The ATO must provide each delegate with their own copy of the current version of the mandatory course publication at the start of their course, which should be retained by the delegate after completing the course. For details of the mandatory publications, please see the scheme rules appendices.

Publications, training materials and other related publications can be ordered directly from CITB, either by using the online shop shop.citb.co.uk/ or by contacting the Publications team on 0344 994 4122. Pricing and purchasing details for supporting publications are shown in the CITB publications catalogue and in the shop.

Full terms and conditions are on the website at <https://www.citb.co.uk/utility-links/terms-conditions/publications-purchasing-terms-conditions/>.

Course support materials are available on the training provider portal. Your centre's designated key contact will have access to the courses that you are approved to deliver.

SSP courses may be supplemented by other suitable health and safety training materials. These might be provided by the ATO running the course, by outside specialists, and by delegates drawing on their own experience. In this way, the courses can be directly related to participants' circumstances and meet their direct health and safety training needs.

CITB reserves the right to provide ATOs with relevant health and safety, sustainability and environmental information for mandatory inclusion in training syllabuses as and when appropriate. An example could be HSE accident statistics or focus points on HSE's activities.